

United States Government

Department of Energy  
Oak Ridge Operations Office

# memorandum

DATE: May 18, 2001

REPLY TO

ATTN OF: AD-442:Aytes



SUBJECT: VOLUNTARY SOLICITATION – PERSONNEL SECURITY SPECIALIST, GS-12

TO: All ORO and YAO Employees

The Y-12 Area Office (YAO) has a vacancy for a Personnel Security Specialist, GS-12. The incumbent of the position will be responsible for coordinating with the Albuquerque Operations Office (ALO) the local Personnel Security Assurance Program (PSAP) responsibilities for Federal and contractor positions located at the Y-12 Complex. The YAO and ALO recently agreed to transfer these PSAP responsibilities along with the records to the ALO, with August 1, 2001, being the expected completion date of the records transfer. Although the records will reside in Albuquerque, a local presence will be needed to carry out program oversight and coordination responsibilities.

Consideration for this position will be given to employees who are currently at the GS-12 grade level. Candidates must meet the qualification standards for the placement in the GS-080 series at the GS-12 level. If you wish to be considered for reassignment to this position, please submit a resume to Carol Aytes in the Personnel and Management Analysis Branch, AD-442 by May 25, 2001. Resumes may be submitted electronically at [aytesca@oro.doe.gov](mailto:aytesca@oro.doe.gov) or by hard copy. Carol is located in Room 1221 of the Federal Building.

If you have any questions regarding this solicitation of interest, please contact Carol Aytes at 865 576-9586 or at the above e-mail address.

  
 Melanie M. Kent, Chief  
Personnel and Management  
Analysis Branch